| Survey | #• |  |  |
|--------|----|--|--|

## Field Survey California Green Lodging Program

| Property Name:  |                          |
|---|--------------------------|
| Property Address:                                       |                          |
| City/State/Zip:   |                          |
| Phone:  |                          |
| E-Mail:   | –Website:                |
| Contact Person:   | Title                    |
| Number of Floors:Number of Guest Rooms:_                | ——State Rate Offered: \$ |
| Number (PERCENT) of Guest Rooms Reserved for Government | t Employees:             |
|   |                          |
| INTERVIEWER INFORMATION                                 |                          |
| Name:   |                          |
| Signature:  |                          |
| Date of Visit:  |                          |
|   |                          |
| Notes:  |                          |
|   |                          |
|   |                          |
|   |                          |
|   |                          |
|   |                          |
|   |                          |
|   |                          |

|                     |           |  | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1)   Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|---------------------|-----------|--|---------|--|---|---|---------|-------|
| 1.0                 | ORGAN     | IZATION  |         |  |   |   |         |       |
| 1.1                 | Year of p | property construction:   |         |  |   |   |         |       |
| 1.2                 | _         | tent year property renovated:  |         |  |   |   |         |       |
| 1.3                 |           | renovation:  |         |  |   |   |         |       |
|                     |           | Building exterior:   |         |  |   |   |         |       |
|                     |           | Building interior:   |         |  |   |   |         |       |
|                     |           |  |         |  |   |   |         |       |
| <b>2.0 V</b><br>2.1 |           | IINIMIZATION, REUSE AND RECYCLING  has a recycling program in the administrative               |         |  |   |   |         |       |
| 2.1                 |           | house) areas for at least the following types of materials:                                    |         |  |   |   |         |       |
|                     | 2.1.1     | Aluminum   |         |  |   |   |         |       |
|                     | 2.1.2     | Glass  |         |  |   |   |         |       |
|                     | 2.1.3     | Plastic  |         |  |   |   |         |       |
|                     | 2.1.4     | Mixed Paper  |         |  |   |   |         |       |
|                     | 2.1.5     | Newspaper  |         |  |   |   |         |       |
|                     | 2.1.6     | Toner cartridges   |         |  |   |   |         |       |
| 2.2                 | The recy  | cling receptacles are clearly marked for:  |         |  |   |   |         |       |
|                     | 2.2.1     | Aluminum   |         |  |   |   |         |       |
|                     | 2.2.2     | Glass  |         |  |   |   |         |       |
|                     | 2.2.3     | Plastic  |         |  |   |   |         |       |
|                     | 2.2.4     | Mixed Paper  |         |  |   |   |         |       |
|                     | 2.2.5     | Newspaper  |         |  |   |   |         |       |
|                     | 2.2.6     | Toner cartridges   |         |  |   |   |         |       |
| 2.3                 |           | has a recycling program in the common areas egistration) for at least the following materials: |         |  |   |   |         |       |
|                     | 2.3.1     | Aluminum   |         |  |   |   |         |       |
|                     | 2.3.2     | Glass  |         |  |   |   |         |       |
|                     | 2.3.3     | Plastic  |         |  |   |   |         |       |
|                     | 2.3.4     | Mixed Paper  |         |  |   |   |         |       |
|                     | 2.3.5     | Newspaper  |         |  |   |   |         |       |
|                     |           |  |         |  |   |   |         |       |

|      |          |  | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1) I Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|------|----------|--|---------|--|---|---|---------|-------|
| 2.4  | The recy | cling receptacles are clearly marked for:                                      |         |  |   |   |         |       |
|      | 2.4.1    | Aluminum   |         |  |   |   |         |       |
|      | 2.4.2    | Glass  |         |  |   |   |         |       |
|      | 2.4.3    | Plastic  |         |  |   |   |         |       |
|      | 2.4.4    | Mixed Paper  |         |  |   |   |         |       |
|      | 2.4.5    | Newspaper  |         |  |   |   |         |       |
| 2.5  |          | has a recycling program in the oms for at least the following materials:       |         |  |   |   |         |       |
|      | 2.5.1    | Aluminum   |         |  |   |   |         |       |
|      | 2.5.2    | Glass  |         |  |   |   |         |       |
|      | 2.5.3    | Plastic  |         |  |   |   |         |       |
|      | 2.5.4    | Mixed Paper  |         |  |   |   |         |       |
|      | 2.5.5    | Newspaper  |         |  |   |   |         |       |
| 2.6  | The recy | cling receptacles are clearly marked for:                                      |         |  |   |   |         |       |
|      | 2.6.1    | Aluminum   |         |  |   |   |         |       |
|      | 2.6.2    | Glass  |         |  |   |   |         |       |
|      | 2.6.3    | Plastic  |         |  |   |   |         |       |
|      | 2.6.4    | Mixed Paper  |         |  |   |   |         |       |
|      | 2.6.5    | Newspaper  |         |  |   |   |         |       |
| 2.7  |          | donates to charitable organizations or ts at least some of its left-over food. |         |  |   |   |         |       |
| 2.8  |          | recycles or composts landscape waste ost effective.                            |         |  |   |   |         |       |
| 2.9  |          | donates used amenity containers to practical.                                  |         |  |   |   |         |       |
|      |          | purchases amenities in smallest practical size.                                |         |  |   |   |         |       |
| 2.11 |          | has double-sided copying as the setting on the photocopiers.                   |         |  |   |   |         |       |
| 2.12 |          | properly disposes of aerosol cans.   |         |  |   |   |         |       |
|      |          |  |         |  |   |   |         |       |

|     |          |  | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1)   Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|-----|----------|--|---------|--|---|---|---------|-------|
| 3.0 | ENERGY   | EFFICIENCY, CONSERVATION AND MANAGEMENT  |         |  |   |   |         |       |
| 3.1 |          | has the following energy-efficient equipment:  |         |  |   |   |         |       |
|     | 3.1.1    | Fax machines   |         |  |   |   |         |       |
|     | 3.1.2    | Copiers  |         |  |   |   |         |       |
|     | 3.1.3    | Computers  |         |  |   |   |         |       |
|     | 3.1.4    | Printers   |         |  |   |   |         |       |
|     | 3.1.5    | Monitors   |         |  |   |   |         |       |
|     | 3.1.6    | Televisions  |         |  |   |   |         |       |
|     | 3.1.7    | Video cassette/recorders   |         |  |   |   |         |       |
| 3.2 | Property | has energy-efficient heating/cooling equipment such as:  |         |  |   |   |         |       |
|     | 3.2.1    | Chillers   |         |  |   |   |         |       |
|     | 3.2.2    | Packaged terminal air conditioners   |         |  |   |   |         |       |
|     | 3.2.3    | Central air conditioners   |         |  |   |   |         |       |
|     | 3.2.4    | Central, split ductless, geothermal heat pumps   |         |  |   |   |         |       |
|     | 3.2.5    | Water heaters  |         |  |   |   |         |       |
| 3.3 | Property | has installed sensors on HVAC in low traffic areas.  |         |  |   |   |         |       |
| 3.4 | HVAC ed  | has a regular preventative maintenance schedule for quipment (filter cleaning/changing, leak checks, vents and intake obstructions.) |         |  |   |   |         |       |
| 3.5 | Property | has energy-efficient kitchen equipment such as:  |         |  |   |   |         |       |
|     | 3.5.1    | Freezers   |         |  |   |   |         |       |
|     | 3.5.2    | Refrigerators  |         |  |   |   |         |       |
|     | 3.5.3    | Cook-Tops  |         |  |   |   |         |       |
|     | 3.5.4    | Ovens  |         |  |   |   |         |       |
|     | 3.5.5    | Dishwashers  |         |  |   |   |         |       |
| 3.6 | Property | has energy-efficient laundry equipment such as:  |         |  |   |   |         |       |
|     | 3.6.1    | Boilers  |         |  |   |   |         |       |
|     | 3.6.2    | Washers  |         |  |   |   |         |       |
|     | 3.6.3    | Dryers   |         |  |   |   |         |       |
|     | 3.6.4    | Extractors   |         |  |   |   |         |       |

|       |  | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1)   Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|-------|--|---------|--|---|---|---------|-------|
| 3.7   | Property has:  |         |  |   |   |         |       |
|       | 3.7.1 Energy-efficient windows   |         |  |   |   |         |       |
|       | 3.7.2 Film-covered windows   |         |  |   |   |         |       |
| 4.0 E | FFICIENT LIGHTING  |         |  |   |   |         |       |
| 4.1   | Property has energy-efficient lighting in all indoor areas illuminated for more than 8 hours a day.                                    |         |  |   |   |         |       |
| 4.2   | Property has installed programmable sensors/timers for lighting in low traffic areas.  |         |  |   |   |         |       |
| 5.0 L | ANDSCAPE/WATER CONSERVATION  |         |  |   |   |         |       |
| 5.1   | Property landscapes with trees that tolerate climate, soil and water availability.   |         |  |   |   |         |       |
| 5.2   | Landscape watering, where needed, is conducted in the early morning or evening.  |         |  |   |   |         |       |
| 5.3   | Plant beds are mulched to prevent water evaporation.   |         |  |   |   |         |       |
| 5.4   | Soaker hoses are used in plant beds.   |         |  |   |   |         |       |
| 5.5   | Lawns are limited to areas where special guest events are conducted.   |         |  |   |   |         |       |
| 5.6   | Property specifies that sidewalks, drives and parking lots are swept rather than watered or watered with gray water.                   |         |  |   |   |         |       |
| 5.7   | Property offers a towel and linen exchange for multiple night guests.  |         |  |   |   |         |       |
| 5.8   | Property has a policy that clothes washers, dryers and dishwashers are filled to recommended capacity for each cycle.                  |         |  |   |   |         |       |
| 5.9   | Property has a policy that water temperature for washers, dryers and dishwashers use the coolest effective water temperature.          |         |  |   |   |         |       |
| 5.10  | Property's water conserving fixtures or retrofits are:   |         |  |   |   |         |       |
|       | 5.10.1 Faucets and aerators (2.2 GPM)  |         |  |   |   |         |       |
|       | 5.10.2 Showerheads (2.5 GPM)   |         |  |   |   |         |       |
|       | 5.10.3 Toilets (1.6 GPF)   |         |  |   |   |         |       |
| 6.0 P | EST MANAGEMENT   |         |  |   |   |         |       |
| 6.1   | Property manager is aware of the nature of the pest management techniques used for the interior of the hotel property.                 |         |  |   |   |         |       |
| 6.2   | Property uses organic insecticides and biocides or integrated pest management (IPM) techniques for the interior of the hotel property. |         |  |   |   |         |       |
| 6.3   | Property uses organic insecticides and biocides or integrated pest management (IPM) techniques for the exterior of the hotel property. |         |  |   |   |         |       |

|       |   | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1)   Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|-------|---|---------|--|---|---|---------|-------|
| 7.0 H | AZARDOUS AND TOXIC SUBSTANCES   |         |  |   |   |         |       |
| 7.1   | At least one-half of the cleaning products and detergents are the least toxic available.  |         |  |   |   |         |       |
| 7.2   | Chlorinated chemicals are used only where there is no less toxic substance available and used in the smallest amounts.  |         |  |   |   |         |       |
| 7.3   | Automatic dishwashing detergent is biodegradable and does not contain NTA (nitrilotriacetic acid nor chlorine bleach).  |         |  |   |   |         |       |
| 7.4   | Liquid or powdered laundry detergent is non-phosphate, non-toxic and biodegradable.   |         |  |   |   |         |       |
| 7.5   | Purchase of hazardous materials is based on a current inventory to prevent over-purchase and unnecessary storage.   |         |  |   |   |         |       |
| 7.6   | Property has replaced hazardous substances, such as paints and adhesives with nontoxic substances.  |         |  |   |   |         |       |
| 7.7   | Architectural paint for use on the property contains:   |         |  |   |   |         |       |
|       | 7.7.1 Heavy metals such as antimony, cadmium, hexavalent chromium, lead or mercury.   |         |  |   |   |         |       |
|       | 7.7.2 Toxic substances such as acrolein, acrylonitrile, benzene, 1.2-dichlorobenzene, ethylbenzene, formaldehyde, isophorone, methylene chloride, methyl ethyl ketone, methyl isobutyl ketone, naphthalene, phthalate esters, toluene (methylbenzene), 1.1.l-trichloroethane or vinyl chloride. |         |  |   |   |         |       |
| 7.8   | All chemical storage and mixing areas for housekeeping products shall allow for adequate and secure product storage.  |         |  |   |   |         |       |
| 7.9   | All chemical storage areas shall have water in the space for mixing concentrated chemicals.   |         |  |   |   |         |       |
| 7.10  | All chemical storage areas shall have drains plumbed for the appropriate disposal of liquid waste products.   |         |  |   |   |         |       |
| 7.11  | All chemical storage areas shall be properly ventilated (e.g., fresh air or air filtration system).   |         |  |   |   |         |       |
| 7.12  | Drums and storage containers for chemicals are properly marked.   |         |  |   |   |         |       |
| 7.13  | All storage areas use spill containment measures to collect chemical spills/drips/leaching.   |         |  |   |   |         |       |
| 7.14  | All storage areas are regularly checked for chemical leaks.   |         | ٥  |   |   |         |       |

|       |                      |  | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1) I Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|-------|----------------------|--|---------|--|---|---|---------|-------|
| 8.0 P | URCHAS               | ING POLICIES   |         |  |   |   |         |       |
| 8.1   |                      | perty has an environmental purchasing policy that states the following elements:   |         |  |   |   |         |       |
|       | 8.1.1                | Appointment of a steering committee that includes staff responsible for overseeing the environmental program.  |         |  |   |   |         |       |
|       | 8.1.2                | An environmental mission and distinct purchasing targets.  |         |  |   |   |         |       |
|       | 8.1.3                | Environmentally-sound preferences are incorporated into purchasing documents and discussions with supplies and vendors.  |         |  |   |   |         |       |
|       | 8.1.4                | Consideration of the life-cycle costs of buying environmentally responsible products and services.   |         |  |   |   |         |       |
|       | 8.1.5                | Purchase and test potentially environmentally responsible products and services.   |         |  |   |   |         |       |
|       | 8.1.6                | Conduct a regular evaluation and modification of the environmental purchasing policy.  |         |  |   |   |         |       |
| 8.2   | invoices             | purchases printing and writing papers, envelopes,<br>and business forms that use a minimum of 30 percent<br>and business forms that use a minimum of 30 percent<br>purchases.                                      |         |  |   |   |         |       |
| 8.3   |                      | purchases coated paper that uses a minimum of ent post-consumer recycled content OR tree-free fiber.   |         |  |   |   |         |       |
| 8.4   |                      | purchases toilet tissue with a minimum of ent post-consumer recycled paper.  |         |  |   |   |         |       |
| 8.5   |                      | purchases facial tissue with a minimum of ent post-consumer recycled paper.  |         |  |   |   |         |       |
| 8.6   |                      | purchases napkins and paper towels with a minimum of ent post-consumer recycled paper.   |         |  |   |   |         |       |
| 8.7   |                      | purchases durable goods of sufficient quality to use, refinishing and/or reupholstering.   |         |  |   |   |         |       |
| 8.8   | exterior<br>anti-cor | Elevels of interior flat (50 gal), interior non-flat (150 gal), flat (100 gal) exterior non-flat (200 gal), rosive all finishes (250 gal) and general purpose products shall not exceed 10 percent VOCs by weight. | _       |  |   |   |         |       |
| 8.9   |                      | e preferences are given to reusable, minimal, or<br>le packaging and shipping pallets.   |         |  |   |   |         |       |
|       |                      |  |         |  |   |   |         |       |

## Attachment 2

|                  |   | (3) Yes | (2)   Sometimes, if cost-<br>effective and practical | (1)   Inventoried, plan<br>to implement | (0)   Not cost-effective,<br>practical, don't use | (-1) No | NOTES |
|------------------|---|---------|--|---|---|---------|-------|
| 8.10 Propert     | y purchases products in bulk such as:                                     |         |  |   |   |         |       |
| 8.10.1           | Cleaning products   |         |  |   |   |         |       |
| 8.10.2           | Paper products  |         |  |   |   |         |       |
| 8.10.3           | Plastic goods   |         |  |   |   |         |       |
| 8.11 Propert     | y avoids the purchase of single-use products such as:                     |         |  |   |   |         |       |
| 8.11.1           | Hot/cold cups   |         |  |   |   |         |       |
| 8.11.2           | Glasses/plates  |         |  |   |   |         |       |
| 8.11.3           | Cutlery   |         |  |   |   |         |       |
|                  | nces are given to environmentally<br>ible services and suppliers such as: |         |  |   |   |         |       |
| 8.12.1           | Alternative fuel taxis  |         |  |   |   |         |       |
| 8.12.2<br>8.12.3 | Bicycle rentals  Landscaping services                                     |         |  |   |   |         |       |
|                  |   |         |  |   |   |         |       |

## CALIFORNIA GREEN LODGING PROGRAM Survey Instructions

The following survey instructions are based on the approved criteria developed for the Green Lodging Program and implemented by the California Integrated Waste Management Board.

## **ENTERING THE RESPONSE**

| Yes.  If the respondent answers yes to any question, the interviewer should check this box and continue on to the next question. These responses will be given full credit (3).   |
|---|
| Sometimes, if cost-effective and practical  |
| If the respondent provides an answer that suggests they sometimes or under some circumstances perform the specific function, the interviewer should check this box. For example, a hotel property may come under certain historic property provisions that will permit them to replace windows above the 5 <sup>th</sup> floor only. Another example is that some types of food may be donated but other types may be restricted by local public health laws. These responses will be given partial credit (2). |
| ☐ Inventoried, plan to implement  |
| If a hotel property does not perform a specific function but has inventoried and has plans to implement within a reasonable amount of time (to be determined by CIWMB), the property will be given some credit (1).   |
| Not cost-effective, practical, don't use  |
| If a hotel property is prevented from performing a function, such as historic property restrictions, no access to gray water, public health requirements, or franchise requirements, etc., the property will be scored a (0). The property will not be given credit for the function but will not be given a negative score.  |
| □ No  |
| If the hotel property does not perform a function and has no valid reason, the property will be given a negative (-1) score.  |